



TYPES OF MILITARY BRIEFINGS



- **Information**
- **Decision**
- **Mission**
- **Staff**



INFORMATION BRIEFING FORMAT



1. Introduction

Greeting.

- **Address the person(s) you are going to brief.**
- **Identify yourself and your organization.**

Type and Classification of Briefing.

- **“This is a SECRET information briefing.”**
- **“This is an UNCLASSIFIED information briefing.”**

Purpose and Scope.

- **Give the big picture first.**
- **Explain purpose and scope of your briefing.**



INFORMATION BRIEFING FORMAT (cont)



Outline or Procedure.

- **Briefly summarize the key points and your general approach.**
- **Explain special procedures.**

2. Body

- **Arrange the main ideas in a logical sequence.**
- **Use visual aids correctly to emphasize your main ideas.**
- **Plan effective transitions from one main point to the next.**
- **Prepare to answer questions at any time.**



INFORMATION BRIEFING FORMAT (cont)



3. Closing

- **Ask for questions.**
- **Briefly recap your main ideas and make a concluding statement.**
- **Announce the next speaker.**



ANALYZE THE SITUATION



- **Who will you brief and why?**
- **How much knowledge of the subject does the audience have?**
- **What does the audience expect of you?**



CONSTRUCT THE BRIEFING



- **Collect material.**
- **Know the subject thoroughly.**
- **Isolate the key points.**
- **Arrange the key points in logical order.**



CONSTRUCT THE BRIEFING (cont)



- **Provide supporting data to substantiate validity of key points.**
- **Select visual aids.**
- **Establish the wording.**
- **Rehearse before a knowledgeable person who can critique your brief.**



DELIVER THE BRIEFING



When You Conduct a Briefing Be Aware:

- **Present the subject as directed and ensure that the audience understands what you present.**
- **Keep the briefing short and avoid lengthy introduction and summary.**
- **Use logic in arriving at conclusions and recommendations.**
- **Be ready to handle interruptions and questions which may occur at any point.**



KEY COMMUNICATION FACTORS



- **Enthusiasm**
- **Stance**
- **Gestures**
- **Eye Contact**
- **Voice Variables**
- **Clarity**